



## Job Posting

**Posting & Application Period:**  
**March 9 to March 24, 2015 (by 5:00 pm)**

# Administrative Secretary

**DEPARTMENT:** Legislative Corrections Ombudsman (LCO) Office  
**STATUS & HOURS:** Full-Time – 37.5 hours per week | 8:30 am to 5:00 pm, Monday - Friday  
**MINIMUM PAY RATE:** \$17.75 per hour | Range E on the 10-1-14 Legislative Council Salary Scale  
**JOB LOCATION:** LCO Office – 124 W. Allegan Street, 4<sup>th</sup> Floor-Boji Tower, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

The employee in this position performs a diverse range of administrative support tasks to ensure the Legislative Corrections Ombudsman (LCO) office operates efficiently and effectively. Individual serves as liaison to a variety of internal and external customers. This employee is the LCO's initial contact for receiving complaints. Processes incoming mail and telephone calls, and routes materials to appropriate staff. Maintains confidential records, files, and computerized databases, and composes memos, correspondence and other reports. Work is performed under limited supervision, reporting directly to the Ombudsman and serving as a team member involved in achieving agency goals.

Job duties include, but are not limited to:

1. Serves as office receptionist by receiving incoming telephone calls and greeting visitors.
2. Receives and responds to inquiries by providing directions, instructions, or other general information or referring to the appropriate person.
3. Processes mail and incoming complaints. Assigns case number and coordinates materials associated with each case.
4. Maintains database and case tracking system. Enters data and generates reports as needed.
5. Oversees records management and filing duties. Maintains various files of corrections materials.
6. Performs a variety of clerical tasks to assist with office management, including typing and editing confidential reports and correspondence, photocopying, faxing, preparing mailings and informational brochures, maintaining various statistical files, and arranging for office supplies.
7. Makes travel arrangements for staff according to LSB and DTMB procedures. Coordinates with LSB Business Office to prepare pre-travel forms.
8. Coordinates the purchasing function for the LCO Office to order office supplies and make travel arrangements.
9. Serves as LCO timekeeper for DCDS timekeeping duties.

### MINIMUM QUALIFICATIONS and ABILITIES

- Must possess high school diploma or GED Certificate; some college coursework preferred.
- Three year's secretarial/clerical experience in an office setting required.
- Strong attention to detail skills and ability to meet deadlines.
- Intermediate-level proficiency in Microsoft Word and Excel.
- Experience in spreadsheets and database management required.
- Team-oriented with good communication and problem-solving skills. Strong customer-service orientation.
- Excellent oral and written communication skills required.
- Must be organized and a self-starter, with strong attention to detail.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.
- Ability to deal with matters of a highly sensitive nature and maintain confidentiality required.

### HOW TO APPLY

To apply, send a resume and cover letter to: [HumanResources@legislature.mi.gov](mailto:HumanResources@legislature.mi.gov). **The deadline to apply is 5:00 pm on Tuesday, March 24, 2015.**

### ADDITIONAL REQUIREMENTS and INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The Legislative Corrections Ombudsman Office is responsible for investigating complaints regarding the state prison system. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan and maintain confidentiality.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.